

DEVELOPMENT SERVICES

Code Enforcement and Planning & Zoning

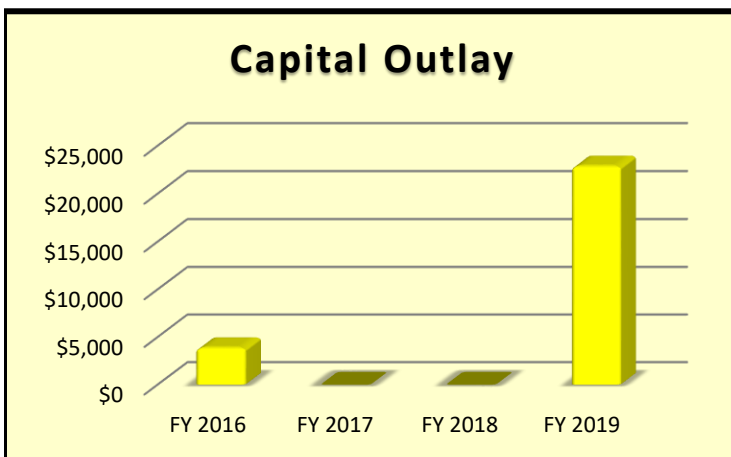
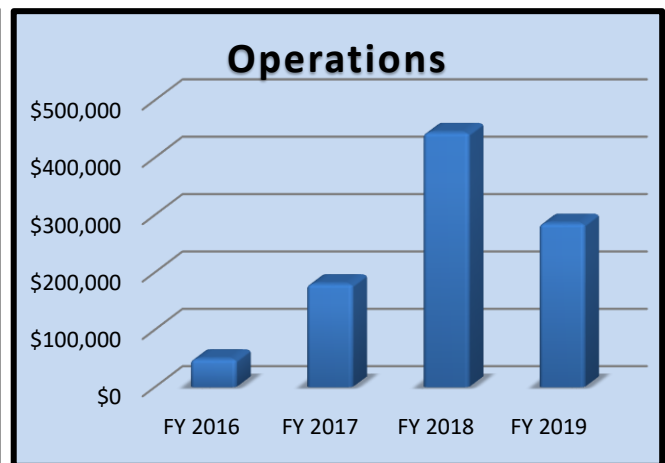
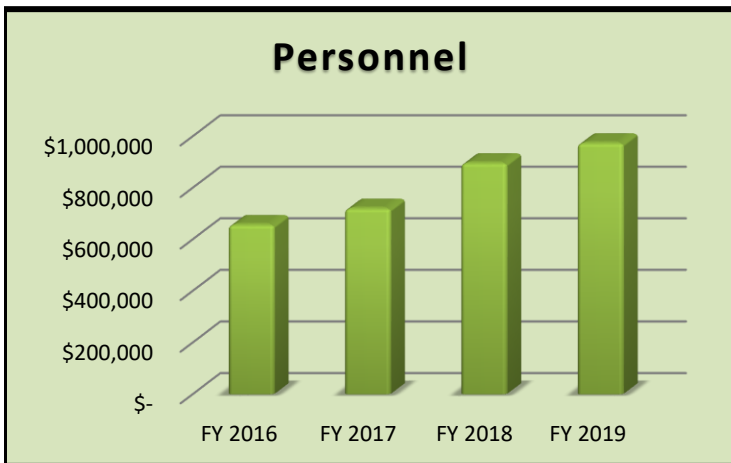
The Planning and Zoning Department is an integral component of the Development Services Division. The department guides growth and development by initiating current and long-range planning activities. These activities are performed through implementation of the Land Development Code, review of new development projects, the coordination and development of master plans, and the city's Comprehensive Plan. The department regulates the zoning code, maintains and revises the Comprehensive Plan and Land Development Regulations, and coordinates all city-wide special events, issues business tax receipts to all businesses within the city, and manages the city's development activities.

Planning and Zoning staff members work in partnership with advisory boards, the development community, community groups and stakeholders and City Council to balance the needs of residents, business owners, customers and visitors. This department serves as staff to the Planning Commission Board. The department coordinates the review of development proposals for all affected city and county departments.

| Code Enforcement Division | | | | | |
|---|--|--|-----------------|--------------------|---------------|
| Goal | Objective | Performance Measure | FY 17 Actual | FY 18 Estimated | FY 19 Goal |
| Provide proactive code enforcement services | Perform Public Education (PE) of County Ordinances for potential violations that are unreported. | Track PE's for each Officer. Twenty (20) required per month. | N/A | N/A | 240 |
| | Engage neighborhood associations and citizens through outreach | Track number of presentations to home owner associations, citizen groups, or other organizations | 1 | 1 | 5 |
| Provide quality and timely customer service | Ensure local businesses have been issued Business Tax Receipts (BTR) by initiating, monitoring and educating businesses that are in default. | Collect and Report BTR information to Planning/Zoning Department. | N/A | N/A | 100% |
| | Respond to all complaints within 48 hours | Track complaint response times | 10% | 75% | 100% |

DEVELOPMENT SERVICES PLANNING & ZONING BUDGET SUMMARY

| | Actual FY 2016 | Actual FY 2017 | Amended Budget FY 2018 | Proposed Budget FY 2019 |
|----------------|-------------------|-------------------|------------------------------|-------------------------------|
| Personnel | \$ 656,566 | \$ 720,057 | \$ 896,293 | \$ 973,641 |
| Operations | 49,139 | 179,945 | 443,760 | 285,555 |
| Capital Outlay | 3,840 | - | - | 22,847 |
| Totals | \$ 709,545 | \$ 900,002 | \$ 1,340,053 | \$ 1,282,043 |



| CITY OF VENICE | | Including Amendments & Encumbrances | | | | | | | 001-1301 |
|--|-------------------|---|------------------------------|------------------------------|---------------------|-------------------------------|--------------------------------------|--------------------|----------------------------------|
| PLANNING & ZONING | | | | | | | | | 5/31/18 |
| EXPENDITURES | | | | | | | | | |
| Department 1301 | Actual FY 2016 | Actual FY 2017 | Adopted Budget FY 2018 | Amended Budget FY 2018 | Expected FY 2018 | Proposed Budget FY 2019 | Incr (Decr) over FY18 Expected | Pct Incr (Decr) | Comments |
| Grand Total | 709,545 | 900,002 | 1,340,053 | 1,340,053 | 1,340,053 | 1,282,043 | (58,010) | -4.3% | |
| Exp - Capital Outlay | 3,840 | 0 | 0 | 0 | 0 | 22,847 | 22,847 | 0.0% | |
| 515.64-00 - MACHINERY & EQUIPMENT | 3,840 | 0 | 0 | 0 | 0 | 22,847 | 22,847 | 0.0% | Vehicle for arborist |
| Exp - Maintenance | 1,870 | 990 | 1,250 | 1,250 | 1,250 | 1,860 | 610 | 48.8% | |
| 515.46-00 - REPAIR & MAINTENANCE SVCS | 1,870 | 990 | 1,250 | 1,250 | 1,250 | 1,560 | 310 | 24.8% | |
| 515.46-37 - REPAIR & MAINT / FLEET LABOR | 0 | 0 | 0 | 0 | 0 | 300 | 300 | | |
| Exp - Miscellaneous, services and supplies | 20,542 | 26,358 | 38,300 | 38,300 | 38,300 | 49,740 | 11,440 | 29.9% | |
| 515.40-00 - TRAVEL AND TRAINING | 6,930 | 6,017 | 16,800 | 16,800 | 16,800 | 16,500 | (300) | -1.8% | |
| 515.40-40 - TRAVEL AND TRAINING-INFO SVCS | 0 | 91 | 0 | 0 | 0 | 0 | 0 | 0.0% | |
| 515.41-00 - COMMUNICATION SERVICES | 1,520 | 3,444 | 3,600 | 3,600 | 3,600 | 9,240 | 5,640 | 156.7% | Ipads for Planning Commission |
| 515.44-00 - RENTALS & LEASES | 3,867 | 8,889 | 2,500 | 2,500 | 2,500 | 8,000 | 5,500 | 220.0% | |
| 515.44-50 - RENTALS & LEASES-FLEET REPL | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.0% | |
| 515.47-00 - PRINTING AND BINDING | 0 | 45 | 4,000 | 4,000 | 4,000 | 4,000 | 0 | 0.0% | |
| 515.49-00 - OTHER CHARGES-OBLIGATIONS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.0% | |
| 515.51-00 - OFFICE SUPPLIES | 6,352 | 4,679 | 8,000 | 8,000 | 8,000 | 7,000 | (1,000) | -12.5% | |
| 515.54-00 - BOOKS, PUBS, SUBS, MEMBER | 1,873 | 3,193 | 3,400 | 3,400 | 3,400 | 5,000 | 1,600 | 47.1% | |
| Exp - Professional Services | 24,540 | 151,265 | 402,500 | 402,500 | 402,500 | 231,000 | (171,500) | -42.6% | |
| 515.31-00 - PROFESSIONAL SERVICES | 10,875 | 96,414 | 362,500 | 362,500 | 362,500 | 141,000 | (221,500) | -61.1% | Add'l \$106K for LDC, \$20K Tree |
| 515.31-03 - PROFESSIONAL SERV-LEGAL | 13,665 | 54,851 | 40,000 | 40,000 | 40,000 | 90,000 | 50,000 | 125.0% | Incl's \$70K for LDC atty |
| Exp - Salaries and Wages | 656,566 | 720,057 | 896,293 | 896,293 | 896,293 | 973,641 | 77,348 | 8.6% | |
| 515.12-00 - REGULAR SALARIES & WAGES | 454,350 | 475,926 | 620,027 | 620,027 | 620,027 | 702,005 | 81,978 | 13.2% | 1.5 New FTE |
| 515.14-00 - OVERTIME | 0 | 8,348 | 0 | 0 | 0 | 0 | 0 | 0.0% | |
| 515.15-00 - SPECIAL PAY | 4,761 | 1,075 | 0 | 0 | 0 | 0 | 0 | 0.0% | |
| 515.21-00 - FICA | 33,093 | 35,397 | 47,432 | 47,432 | 47,432 | 53,706 | 6,274 | 13.2% | |
| 515.22-00 - RETIREMENT CONTRIBUTIONS | 32,033 | 35,772 | 47,142 | 47,142 | 47,142 | 53,102 | 5,960 | 12.6% | |
| 515.23-00 - LIFE AND HEALTH INSURANCE | 129,048 | 160,258 | 179,131 | 179,131 | 179,131 | 161,887 | (17,244) | -9.6% | Citywide allocation |
| 515.24-00 - WORKERS' COMPENSATION | 3,281 | 3,281 | 2,561 | 2,561 | 2,561 | 2,941 | 380 | 14.8% | Citywide allocation |
| Exp - Services and Supplies | 2,187 | 1,332 | 1,710 | 1,710 | 1,710 | 2,955 | 0 | 0.0% | |
| 515.52-00 - OPERATING SUPPLIES | 2,187 | 1,332 | 1,710 | 1,710 | 1,710 | 2,255 | 545 | 31.9% | |
| 515.52-35 - OPERATING SUPPLIES / GASOLINE | 0 | 0 | 0 | 0 | 0 | 700 | 700 | | |

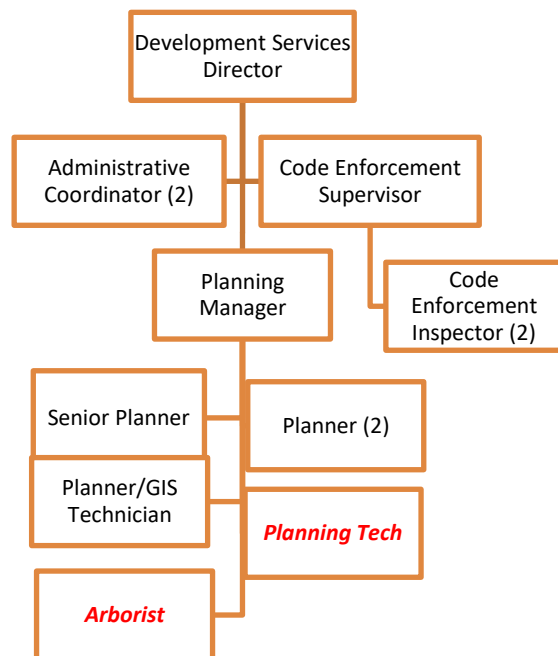
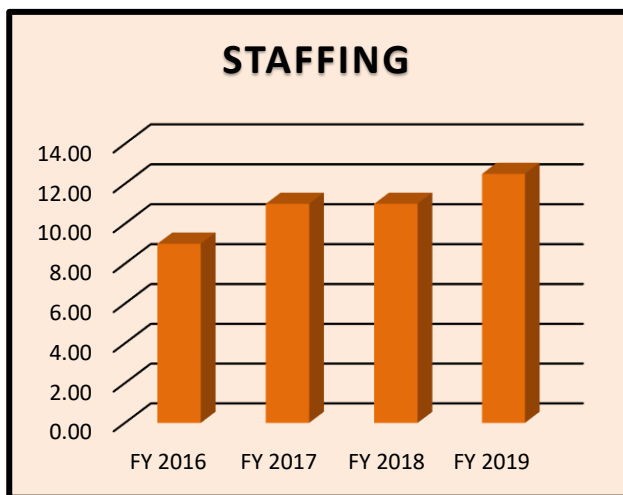
DEVELOPMENT SERVICES

PLANNING & ZONING

STAFFING

| CLASSIFICATION | Actual FY 2016 | Actual FY 2017 | Amended Budget FY 2018 | Proposed Budget FY 2019 |
|--------------------------------------|-------------------|-------------------|------------------------------|-------------------------------|
| Planning/Community Develop Dir | 1.00 | 1.00 | 1.00 | 1.00 |
| Planning/GIS Tech | 1.00 | 1.00 | 1.00 | 1.00 |
| <i>Arborist *</i> | 0.00 | 0.00 | 0.00 | <i>1.00</i> |
| <i>Planning Tech (Tree Permit) *</i> | 0.00 | 0.00 | 0.00 | <i>0.50</i> |
| Administrative/Planning Coord | 1.00 | 2.00 | 2.00 | 2.00 |
| Senior Planner | 2.00 | 2.00 | 2.00 | 1.00 |
| Planner | 1.00 | 1.00 | 1.00 | 2.00 |
| Code Enforcement Inspector | 2.00 | 2.00 | 2.00 | 2.00 |
| Planning Manager | 0.00 | 1.00 | 1.00 | 1.00 |
| Code Enforcement Supervisor | 1.00 | 1.00 | 1.00 | 1.00 |
| Total Department Staff | 9.00 | 11.00 | 11.00 | 12.50 |

** Positions added in FY19. Planning/Building Tech is shared between Generl Fund and Building Fund.*



City of Venice, Florida Classification Description

Classification Title: Arborist

Department: Planning & Zoning

Pay Grade: (AFSCME) 130

FLSA Status: Non-Exempt

General Statement of Job

Performs professional level of work coordinating, implementing and administering, and enforcing City tree programs criteria for the City of Venice.

City Expectations:

All City of Venice employees are expected to demonstrate PRIDE in their jobs by being Productive, Responsible, Innovative, Dedicated and Ethical.

In addition, certain essential city services are required to be maintained in any civil emergency. Depending upon the type of emergency, any and all employees may be activated as essential employees in the event of an emergency.

Specific Duties and Responsibilities

Essential Functions:

1. Develops, administers, and implements the City's tree programs and tree ordinances.
2. Analyzes tree Code Enforcement cases; acts as Code Enforcement Official to bring cases tree code violations and presents cases before the Code Enforcement Board.
3. Revises Reviews and issues tree permits for regulatory in accordance with code requirements compliance and performs inspections to confirm compliance to ensure compliance with city tree regulations and ordinances.
4. Accurately and legibly prepares and maintains reports, records, forms and other required documentation.
5. Provides technical advice to citizens and community. Consults and advises developers and citizens to explain code compliance regulations.
6. Performs inspections of required Inspects landscaping complaints and City work programs associated with Land Development projects to confirm regulatory compliance.
7. Reviews various Land Development Petitions for compliance with Tree Ordinance as part of the Technical Review Committee.

8. Responsible for staying current with all governing regulations and compliance requirements.
9. Safely and efficiently drives and operates city vehicles as required.

Responsibilities:

Responsible for accuracy and timeliness of all assignments. Reports directly to the Development Services Director or designee.

Minimum Education and Training

~~A Bachelor's Degree from an accredited college or university in Forestry or related field. Two (2) years of professional experience in Urban Forestry. A Master's degree in a natural resource related field may substitute for one year of the professional experience requirement. Ability to become certified by the International Society of Arboriculture as a Certified Arborist within six (6) months of being hired. Maintenance and renewal of this certification is required to remain eligible for this classification.~~

High School graduate or equivalent. Must possess and maintain International Society of Arboriculture Certified Arborist certification.

Minimum Qualifications and Standards Required

Skill Requirements:

Knowledge of applicable tree regulations, ordinances, codes and tree inspection principles and practices. Ability to work independently of direct supervision and capable of sustaining regular and predictable attendance. Capable of examining plans for conformance with Codes and Ordinances. Ability to conduct inspections to protect sites for all projects that require compliance with tree regulations. Awareness of occupational hazards and safety precautions. Capable of prioritizing and completing multiple tasks in a fast-paced environment, handle the pressure of deadlines and deal with difficult people with courtesy and self-control. Ability to render consistent and accurate interpretations of Codes and Regulations and to communicate same to Ddevelopers and affected property owners. Must be able to establish and maintain effective working relationships with co-workers, supervisors, governmental elected officials, Ddevelopers and the general public. Possess a valid Florida Driver's license, free of any serious violations.

Requires a working knowledge of the current version of Microsoft Office Professional software suite including proficiency Word and Excel. Must have a basic understanding of Windows operating system. Familiarity of AS400/SunGard applications preferred. Working knowledge of Microsoft Exchange email application or equivalent and Internet Explorer is also highly recommended. Ability to timely and accurately enter data. Ability to learn specific computer applications used in the Development Services Department.

Physical Requirements:

Ability to sit, stand, climb, bend, kneel, stoop, reach, push, pull and lift. Ability to walk on rough ground (sand, woods, overgrown areas) and work both indoors and outdoors. Must have good vision with or without corrective lenses. Reasonable accommodation will be considered for individuals with physical disabilities.

Working Conditions:

Works in both an office environment and outdoors in all kinds of weather.

Other:

It is understood that every incidental duty connected with operations enumerated in the job description is not always specifically described, and employees, at the discretion of the City, may be required to perform duties not within their job descriptions.

Salary:

(AFSCME) 132

~~\$46,586.18 – \$68,013.92~~

DRAFT

City of Venice, Florida

Classification Description

Classification Title: Building/Planning Technician

Department: Building/Planning & Zoning

Pay Grade: (AFSCME) 124

FLSA Status: Non-Exempt

General Statement of Job

Performs diverse administrative and technical support to citizens, contractors and developers with permit and registration processes.

City Expectations:

All City of Venice employees are expected to demonstrate PRIDE in their jobs by being Productive, Responsible, Innovative, Dedicated and Ethical.

In addition, certain essential city services are required to be maintained in any civil emergency. Depending upon the type of emergency, any and all employees may be activated as essential employees in the event of an emergency.

Specific Duties and Responsibilities

Essential Functions:

1. Serves as the initial contact for the City's "One-Stop" Permit Center providing specific information about procedures, regulations, and fees.
2. Reviews building and tree permit applications, plans and supporting documentation to ensure submitted requests are complete.
3. Processes, issues and monitors approved permits.
4. Accurately and legibly prepares and maintains reports, records, forms and other required documentation.
5. Reviews and approves spot surveys for compliance with approved permits.
6. Assists with various departmental programs to ensure compliance with applicable regulations and requirements.
7. Responsible for staying current with all governing regulations and compliance requirements.
8. Provides zoning review of building permit applications to ensure compliance with applicable Codes.

9. Performs Zoning inspections associated with building permits.
10. Researches and compiles information on a variety of departmental issues from multiple sources.

Responsibilities:

Responsible for accuracy and timeliness of all assignments. Reports directly to the Development Services Director or designee.

Minimum Education and Training

A Bachelor's Degree in Planning or related field and/or equivalent of two (2) years of administrative experience preferably in construction, municipal planning, zoning and land use regulations preferred. Possess an "International Code Council Permit Technician" certification or ability to obtain within two (2) years.

Minimum Qualifications and Standards Required

Skill Requirements:

Prefer knowledge of the permit application process and construction licensing requirements. Ability to interact with the public in a professional, respectful manner and deal with difficult people with courtesy and self-control. Must be able to work independently of direct supervision within established guidelines and capable of sustaining regular and predictable attendance. Possess excellent listening, speaking and communication skills. Ability to complete all forms and reports legibly and accurately; and read/interpret technical documents. Possess organizational skills and the ability to prioritize and perform multiple tasks in a fast-paced environment. Ability to establish and maintain effective working relationships with co-workers, supervisors, other City employees, governmental officials and the general public. Possess a valid Florida Driver's license, free of any serious violations.

Requires a working knowledge of Microsoft office 2003 or higher to include Word and Excel. Must have a basic understanding of Windows operating system. Familiarity of AS400/SunGard applications preferred. Working knowledge of the Group Wise email application or equivalent and Internet Explorer is also highly recommended. Ability to timely and accurately enter data. Ability to learn specific computer applications used in the Building Department.

Physical Requirements:

Work is essentially sedentary with occasional walking, standing, bending, and carrying items such as books, papers, etc. Requires finger and wrist dexterity and hand/eye coordination to perform keyboard functions. Ability to see; hear well, with or without aids; and speak clearly and distinctly. Reasonable accommodation will be considered for individuals with physical disabilities.

Working Conditions:

Work is primarily performed in an office environment.

Other:

It is understood that every incidental duty connected with operations enumerated in the job description is not always specifically described, and employees, at the discretion of the City, may be required to perform duties not within their job descriptions.

Salary Range:

(AFSCME) 124

\$35,378.10 - \$51,650.14

DRAFT

PLANNING

CAPITAL IMPROVEMENT PROGRAM

| | Folder | | | | | | |
|-----------------------------------|--------|-----------|---------|---------|---------|---------|-----------|
| | Page # | FY 2019 | FY 2020 | FY 2021 | FY 2022 | FY 2023 | TOTAL |
| GENERAL FUND | | | | | | | |
| Planning - New Vehicle (Arborist) | 12 | 22,847 | - | - | - | - | 22,847 |
| TOTAL GENERAL FUND EXPENDITURES | | \$ 22,847 | \$ - | \$ - | \$ - | \$ - | \$ 22,847 |
| GRAND TOTAL OF ALL EXPENDITURES | | \$ 22,847 | \$ - | \$ - | \$ - | \$ - | \$ 22,847 |



City of Venice, Florida Capital Improvement Project Request FY 2019



Department/Division: Planning/Development Svc's
Contact Person: Jeff Shrum
Project Title: New Vehicle
Project Number:

Estimated Start Date: FY19
Estimated Completion Date: FY19

Relationship to Community Vision and City Council Strategic Goals

Investment Objective: Expand Service Strategic Plan Goal: Standard Operational Needs

Description/ Justification:

COMPACT EXTENDED CAB PICKUP TRUCK - 4X2 (Specification #42)(1293)
2018 Nissan Frontier CC (31118) Central \$18,612.00 plus 3% inflation fee covered if ordered after Oct 1st.
ADDITIONS:
Electric package - Doors, back up alerts, hands-free, and power windows -\$2,000.00
City Logo -\$200.00
Time GPS Fee -\$150.00
This vehicle is for the purpose of a new Arborist position; required to take over Tree Permitting from Sarasota County.

One-

Financial Information

Funding Sources

| Funding Type | Fund | FY 2019 | FY 2020 | FY 2021 | FY 2022 | FY 2023 |
|------------------|------|-----------|---------|---------|---------|---------|
| General Revenues | 001 | \$ 22,847 | | | | |
| | | | | | | - |
| Totals | | \$ 22,847 | \$ - | \$ - | \$ - | \$ - |

Project Expenditures/Expenses

| Activity | FY 2019 | FY 2020 | FY 2021 | FY 2022 | FY 2023 |
|------------------|-----------|---------|---------|---------|---------|
| Purchase Vehicle | \$ 22,847 | | | | |
| | | | | | - |
| Totals | \$ 22,847 | \$ - | \$ - | \$ - | \$ - |

Impacts on Operations

Operating Impacts (negative entries indicate an operating reduction)

| Activity | FY 2019 | FY 2020 | FY 2021 | FY 2022 | FY 2023 |
|---------------|-----------|---------|---------|---------|---------|
| Personnel | \$ 70,920 | | | | |
| Operations | 8,000 | | | | |
| Debt Service | | | | | |
| Totals | \$ 78,920 | \$ - | \$ - | \$ - | \$ - |